

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND  
POSITION DESCRIPTION

POSITION TITLE: COMPUTER SPECIALIST

POSITION LOCATION: ASDB

POSITION REPORTS TO: Information Systems Coordinator

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: Four years experience in initial set up and installation of personal computers and personal computer software; troubleshooting hardware and software problems of considerable difficulty; software and hardware evaluation; or, Associate in Science degree with at least two years of above experience.

PREFERRED QUALIFICATIONS: Three or more years experience with minicomputer systems; hardware and software evaluation, software modification and database creation and maintenance in both minicomputer and PC platforms.

MAJOR DUTIES AND RESPONSIBILITIES: Installation and setup of personal computers in a LAN/WAN environment (including hardware and software); eventual assistance with or administration of Local and Wide area networks; provide help to staff requiring assistance with hardware or software problems; maintain an asset inventory database; troubleshoot hardware and software problems of considerable difficulty; prepare and maintain manuals, charts, and diagrams regarding the LAN/WAN; assist in the implementation and evaluation of Server/Client and other software; consults or meets with information systems staff to identify and resolve systems, programming, or operations problems; maintains warranty and maintenance data and determines action necessary to remedy hardware problems.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of electronic data processing equipment capabilities; considerable knowledge of the principles and techniques of systems analysis and evaluation; ability to establish priorities and meet deadlines and objectives; ability to effectively use equipment and software resources; ability to communicate effectively with a wide variety of individuals at all organizational levels. Skill in interpersonal relations; skill in work management, planning, and program direction. Ability to continuously expand knowledge to accommodate new and changing technologies.

PAY PLAN: <u>Classified</u>	GRADE: <u>12</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>Revised: 7/2006</u>
-----------------------------	------------------	-------------------------	------------------------------